



# Religious Program Specialist 3 & 2 Training Series

## Module II—Administration

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Religious Program Specialist 3&2  
Module III (Administration)  
NAVEDTRA 287-03-45-83

No attempt has been made to issue corrections for errors in typing, punctuation, etc., which are obvious and do not affect the student's ability to answer the questions.

Nonresident Career Course. NAVEDTRA 287-03-45-83

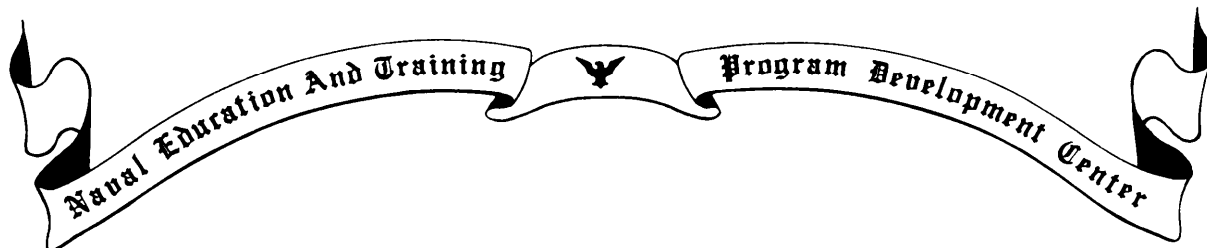
Questions

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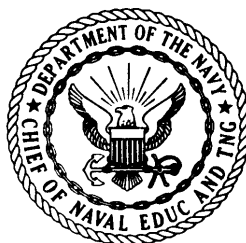




# **RELIGIOUS PROGRAM SPECIALIST 3 & 2**

## **MODULE III ADMINISTRATION**

**NAVEDTRA 287-03-45-83**



*1983 Edition Prepared by  
RPCS Robert W. Wilford*





# PREFACE

Rate Training Manuals and Nonresident Career Courses (RTMs/NRCCs) form a self-study package that will enable naval enlisted personnel to fulfill the requirements for advancement. Religious Program Specialists (RPs) must be able to perform a variety of duties in support of the Command Religious Program aboard ship and at shore installations. In order to render the best possible support, RPs must be able to perform the specific tasks that are defined by each individual occupational standard.

Since the RP rating was recently established on 15 January 1979, it was decided that three separate modules would be developed to cover the occupational standards for *RP 3 & 2* instead of one RTM. Module III is designed for individual study and not formal classroom instruction, and it provides subject matter that relates to certain specific occupational standards for *RP 3 & 2*. The NRCC provides a way of satisfying the requirements for completing this module. Assignments in the NRCC include learning objectives and supporting items designed to lead the student through the module in a systematic manner.

This module and the corresponding NRCC were prepared by the Naval Education and Training Program Development Center, Pensacola, Florida, for the Chief of Naval Education and Training. Technical assistance was provided by the Office of the Chief of Chaplains (OP-09G).

1983 Edition

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# **THE UNITED STATES NAVY**

## **GUARDIAN OF OUR COUNTRY**

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

## **WE SERVE WITH HONOR**

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

## **THE FUTURE OF THE NAVY**

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.



# RELIGIOUS PROGRAM SPECIALIST TRAINING COURSE AND NONRESIDENT CAREER COURSE

The *Religious Program Specialist 3 & 2* training course is divided into three modules as follows:

- Personnel Support (Module I)
- Logistic Support and Financial Control (Module II)
- Administration (Module III)

Each module will be sent as an initial distribution to all commands as it is printed. Additional copies may be requested from Navy Publications and Forms Center, Philadelphia, PA.

A Religious Program Specialist must complete all three modules (once available) before the *RP 3 & 2* training course can be considered complete for any training or advancement requirements.

## MODULE SUMMARIES

*Module I—Personnel Support*, NAVEDTRA 287-01-45-82. This module deals with background information on the religions of the world; rigging

and caring for religious facilities, equipment, and liturgical appointments; maintaining the shipboard, ecclesiastical, and religious music libraries; operating audiovisual equipment; the preparation and distribution of publicity, devotional, and religious materials, and providing information and referral assistance.

*Module II—Logistic Support and Financial Control*, NAVEDTRA 287-02-45-81. This module deals with procuring, providing, and inventorying materials necessary for the support of the Command Religious Program (CRP); the preparation of procurement and reimbursement documents; the maintenance of departmental budget records and operating targets; and maintaining records for a CRP chapel fund.

*Module III—Administration*, NAVEDTRA 287-03-45-83. This module deals with receptionist duties; typing and filing correspondence, directives, and interview records; operating office equipment; maintaining a reports control system, tickler and cross-reference files; using proper grammar; and carrying out the disposal, stowage, and transmission of obsolete files and records.

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# CHAPTER 1

## THE COMMAND RELIGIOUS PROGRAM (CRP) AND THE RELIGIOUS PROGRAM SPECIALIST (RP)

The Religious Program Specialist (RP) rating was established effective 15 January 1979, and is designed to provide Navy chaplains with professional support personnel who are skilled in religious programming and administration. Approximately two-thirds of the tasks RPs are trained to perform are in the area of religious programming. The remaining tasks are of a clerical nature. Figure 1-1 shows a brief general description of the duties that the RP will perform. It should be noted that personnel of the RP rating are combatants.

It is essential to indicate that personnel selected for the RP rating are not clergy. They are not expected to perform functions reserved for members of the clergy. Members of the rating are required to support chaplains in meeting the needs of persons of all faith groups. Religious Program Specialist functions are set forth in *Occupational Standards* (NAVPERS 18068-D).

This module provides information that is directly related to certain occupational standards for RP3 and RP2. *Module I (Personnel Support)* and *Module II (Logistic Support and Financial*

RELIGIOUS PROGRAM SPECIALIST DUTIES	
<p>Determine religious program support requirements.</p> <p>Assist in management of religious programs and facilities.</p> <p>Maintain records of nonappropriated chapel funds.</p> <p>Maintain records of appropriated funds and property accounts in support of religious programs.</p> <p>Serve as chapel fund administrators and account custodians for nonappropriated funds.</p> <p>Maintain ecclesiastical documents.</p> <p>Requisition, receive, maintain, and safeguard ecclesiastical equipment and supplies.</p>	<p>Assist in preparation of devotional and religious education materials.</p> <p>Assist in the supervision of the office of the chaplain.</p> <p>Coordinate volunteer religious programs.</p> <p>Train personnel in support of religious programs.</p> <p>Instruct personnel in methods of religious education.</p> <p>Maintain liaison with ecclesiastical and community agencies.</p> <p>Maintain shipboard libraries.</p> <p>Perform administrative, clerical, and secretarial duties.</p>

Figure 1-1.—Duties of the Religious Program Specialist.

OCCUPATIONAL STANDARDS FOR RP 3 & 2 (MODULE III)		
RATE	OCCUPATIONAL STANDARD NUMBER	DESCRIPTION OF STANDARD
RP3	38605	FILE RECORDS AND CORRESPONDENCE
RP2	38619	ORGANIZE AND MONITOR MAINTENANCE OF FILES
RP2	38620	CARRY OUT DISPOSAL, STOWAGE AND TRANSMISSION OF OBSOLETE FILES AND RECORDS
RP2	38628	MAINTAIN A REPORTS CONTROL SYSTEM
RP3	38824	PERFORM RECEPTIONIST DUTIES
RP3	38825	OPERATE OFFICE EQUIPMENT
RP3	38826	TYPE AT 30 WORDS PER MINUTE
RP3	38832	TYPE AND ROUTE CORRESPONDENCE AND MESSAGES
RP3	38837	PREPARE AND PROCESS ADMINISTRATIVE, OPERATIONAL AND ECCLESIASTICAL RECORDS AND REPORTS
RP3	38839	TRANSCRIBE CHAPLAIN INTERVIEW RECORDS
RP3	38847	TYPE DIRECTIVES
RP2	38956	MAINTAIN TICKLER AND CROSS-REFERENCE FILES
RP2	38968	REVIEW ENLISTED SERVICE RECORDS FOR INFORMATION SPECIFIED BY CHAPLAIN
RP3	46358	USE AND MAINTAIN PUBLICATIONS AND DIRECTIVES
RP3	77001	ENSURE SECURITY OF CLASSIFIED MATERIAL
RP3	94621	CLEAN, OIL, AND MAKE MINOR OPERATING ADJUSTMENTS TO OFFICE AND AUDIOVISUAL EQUIPMENT

Figure 1-2.—RP 3 & 2 (Module III) Occupational Standards.

*Control*) provide information on the remainder of the occupational standards for RP3 and RP2 not covered in this module. Occupational standards comprise the skills that enlisted personnel must acquire in order to meet the Navy's requirements for the RP rating. These specific occupational requirements form the basis for personnel training and advancement. It is important to remember that occupational standards establish the MINIMUM standards representing the LOWEST level of skill that all personnel must possess in order to function effectively at a given rate. Figure 1-2 shows the specific occupational standards for RP3 and RP2 that will be discussed in this module.

Rate training manuals are revised periodically to conform with official publications, directives, documents, and instructions on which they are based. RPs should always refer to the official sources in the performance of their duties. Rate training manuals (RTMs) are developed primarily to help applicants prepare for advancement to the next highest paygrade. However, the personnel who prepare the fleetwide examinations for advancement will always use the most recent material in writing examination questions. This is one important reason why the RP should stay completely informed on any changes that occur in official publications.

To assist personnel in studying for advancement, the *Bibliography for Advancement Examination Study* (NAVEDTRA 10052) is revised and issued each year by the Chief of Naval Education and Training. Figure 1-3 shows the front cover of this publication for calendar year 1982. The RP should check with personnel in the local command's educational services office to ensure that the current bibliography is readily available for use in the Command Religious Program (CRP).

This chapter will be devoted to describing the functions of the Chief of Chaplains and the Chaplain Corps; the history of the RP rating; RP skills and knowledge; the CRP ashore, afloat, and within the Fleet Marine Force (FMF); CRP jargon; and command organization and the office of the chaplain. This background information is provided to outline the evolution of the RP rating and to show the important role that the RP plays in today's Navy.

## CHIEF OF CHAPLAINS

Prior to its official establishment by an Act of Congress on 22 December 1944, the title "Chief of Chaplains" had been established by custom and respect. Since March 1945, the Navy Chaplain Corps has been headed by a Chief of Chaplains with the rank of rear admiral. An organizational change in the Office of the Chief of Naval Operations occurred in November 1981 whereby the Office of the Chief of Chaplains was designated as OP-09G (formerly OP-01H). Specific guidance concerning this reorganization was provided in OPNAVNOTE 5430 dated 23 November 1981. The mission of the Chief of Chaplains as outlined in OPNAVNOTE 5430 is shown in figure 1-4.

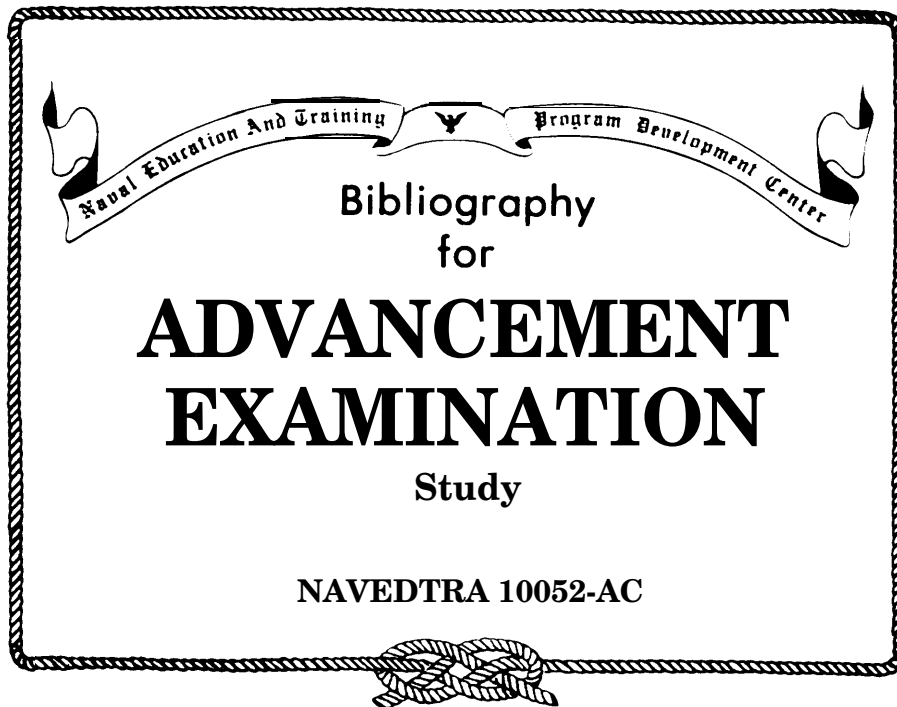
## THE CHAPLAIN CORPS

The purpose of the Navy Chaplain Corps is to provide professional guidance to the Department of the Navy and to promote the spiritual, religious, moral, and personal well-being of members of that establishment by providing the ministries appropriate to their rights and needs. This may involve providing ministries to dependents and other authorized individuals. The chaplain's ministries may include conducting worship services, liturgies, and rites; providing religious education and pastoral ministries; organizing spiritual renewal activities; and participating in humanitarian projects.

Quotas for Navy chaplains are established by Government authority based upon the overall national population for the various faith groups. The right of these groups to establish standards for their clergy seeking to be commissioned as officers in the staff corps (Chaplain Corps) is recognized and supported by the Navy. The Navy Department will not commission as a chaplain any member of the clergy who has not received an ecclesiastical endorsement. In addition to an ecclesiastical endorsement, a candidate for commissioning in the Chaplain Corps must have completed 3 years or 90 semester hours of graduate study leading to a Master of Divinity degree or equivalent. Candidates must also meet the required age and physical qualifications for commissioning.

**1982**

**Edition**



**REVISED ANNUALLY**

**THIS PUBLICATION BECOMES EFFECTIVE 1 JANUARY 1982  
(SEE INTRODUCTION FOR USNR EXCEPTIONS)**

Figure 1-3.-Front Cover of Calendar Year 1982 Bibliography for Advancement Examination Study (NAVEDTRA 10052-AC).

MISSION OF THE CHIEF OF CHAPLAINS
To direct, administer, and manage the Navy Chaplain Corps and implement religious ministries to meet the needs of personnel in the naval service and their dependents in their pursuit of the free exercise of religion.

**Figure 1-4.—Mission of the Chief of Chaplains.**

### **HISTORY OF THE RELIGIOUS PROGRAM SPECIALIST (RP) RATING**

As previously stated, the Religious Program Specialist (RP) rating was officially established effective 15 January 1979. However, the concept of a chaplain's assistant dates back to 1878 when a committee of chaplains recommended to the Navy Department that a chaplain's assistant be assigned to each ship that had a chaplain aboard. This assistant would have been a schoolmaster who could play organ music and lead singing. Although the recommendation was not adopted, the idea was given support by successive generations of chaplains.

### **SPECIALIST (W)**

Early in 1942 the Navy Department took the first steps which led to the establishment of the Specialist (W) rating to assist Navy chaplains. The "(W)" referred to welfare and it was decided that this rate would be established only for the duration of World War II. The first officially designated Specialist (W) in the history of the Navy was W. Everett Hendricks who was authorized to enlist on 23 April 1942 with the rating of Specialist (W) first class. Hendricks was assigned duty in the Office of the Chaplain at the Naval Training Station, Great Lakes, Illinois. He was recognized as a talented musician and choir director and contributed significantly to the success of the famed Great Lakes' Bluejacket Choir.

The first publicity that was given to the new rating by the Bureau of Naval Personnel (now Naval Military Personnel Command) actually appeared in a directive dated 25 June 1942 addressed to the Navy Recruiting Service. Eleven

specialist ratings were identified in this directive including Specialist (W). Those individuals interested in the Specialist (W) rating were directed to obtain information regarding specific qualifications from the Chief of Chaplains.

Following the directive which established the 11 specialist ratings, a circular was prepared and distributed by the Chaplains Division which outlined the required qualifications for Specialist (W). A college education was identified as being desirable for applicants but not absolutely necessary. Every Specialist (W) had to be able to play the piano and organ for religious services and other gatherings. Also, the Specialist (W) was expected to be a competent choir director. Just as RPs today cannot exercise any of the ministerial functions of the clergy, a Specialist (W) was not expected to serve as a religious leader. The circular did state that applicants should be willing to serve anywhere and under any conditions. Accepted applicants under 25 years of age were given a third class rating; those between 25 and 28 were given a second class rating; and those over 28 were given a first class rating. Those personnel who enlisted directly into the rating were sent to a training station for naval indoctrination before being assigned duties with a chaplain.

The Bureau of Naval Personnel ruled against Specialists (W) serving aboard ship. It was decided that they would be used only within the limits of the continental United States and at selected overseas bases. Religious Program Specialists today are afforded a much greater variety of duty assignments including serving aboard numerous types of naval vessels.

The possibility of having Specialists (W) assigned throughout the Naval Shore Establishment was greeted with enthusiasm by Navy chaplains. Because of the constant transfer of personnel, chaplains had found it difficult to maintain qualified musicians at their commands. The assignment of Specialists (W) helped to solve this problem and chaplains throughout the Navy hastened to help qualified applicants become Specialists (W).

### **Selection and Training of Specialists**

Most of the applicants for Specialist (W) had backgrounds as music teachers, professional musicians, or as church ministers-of-music. Many were also graduates of the leading schools of

music in the country. Most of these specialists received their indoctrination directly from the chaplains. However, this system proved to be inadequate. In the fall of 1942 as part of an experiment, Specialists (W) started attending some of the classes at the Chaplains School located in Norfolk, Virginia (now located in Newport, Rhode Island). This experiment was so successful that the Chaplains Division decided to require all new Specialists (W) to attend a course of indoctrination at the Chaplains School.

The 8-week course of indoctrination for Specialist (W) training at the Chaplains School included instruction in: naval etiquette, naval correspondence, clerical procedures, choir organization, rehearsal procedures, Navy Relief, music for services (Protestant, Roman Catholic, and Jewish), military weddings and funerals, and some practical application in shorthand and typing. Many of these same or similar subjects are being taught in the RP "A" and "C" schools today located at Keesler Air Force Base in Biloxi, Mississippi.

Between April 1942 and August 1945, the Bureau of Naval Personnel selected 509 individuals for the Specialist (W) rating out of 1,455 applicants. Approximately 350 of the Specialist (W) selectees attended the indoctrination course at the Chaplains School. This training helped Specialist (W) petty officers advance quite rapidly. Alfred R. Markin was advanced to Chief Specialist (W) in February 1944 and is recognized as being the first individual to receive this rating. A total of 30 Specialists (W) were advanced to chief petty officer and most of these senior petty officers were assigned to large training centers and in the offices of District, Force, and Fleet Chaplains.

Women also distinguished themselves as Specialists (W) during the war. Thirty-eight "WAVES" were selected to serve in the rating. Virginia T. Moore was the first woman to be selected as a Specialist (W) and was subsequently assigned duty in November 1943 in the Nation's Capital. The first "WAVES" to attend the Chaplains School in June 1944 were recognized as highly motivated, dedicated, and conscientious students.

### **Specialists With the Marines**

In February 1942, before the Navy Department had taken action in regard to Specialists (W),

the Marine Corps established a career field known as Chaplain's Assistant (SSN534). The first marine to receive the new classification was Gilbert Dean Arnold, who was made a master technical sergeant, the equivalent of a chief petty officer in the Navy. Thirty-five members of the Marine Corps Women's Reserve became chaplain's assistants in addition to the 105 active duty marines. Unlike the Navy and Coast Guard who instituted the Specialist (W) rating as a war-time measure, the Marine Corps announced originally that it intended to retain its career field of chaplain's assistant after the war; however, it did not retain these assistants. The Commandant of the Marine Corps did approve the use of Marines (MOS 0151) in 1976 to perform duties with Navy chaplains. NOTE: Until the RP rating reaches full strength in approximately 1986, Marine Corps chaplain assistants will continue to be employed to assist in managing the Command Religious Program at selected locations where RPs are not assigned or at full strength.

### **Specialists With the Coast Guard**

The first member of the Coast Guard to receive the rate of Specialist (W) was Emil Zemanuel in November 1943. Thirty-five men and twelve women of the Coast Guard were assigned this rating; and thirty of these individuals attended the Navy Chaplains School. The Coast Guard assigned some of the men of this rating to ships.

### **YEOMAN CHAPLAIN'S PROFESSIONAL ASSISTANT**

Until 1979 personnel of the Yeoman rating were often designated as the "Chaplain's Clerk (YN-2525)" whose duty was to assist in conducting the Command Religious Program. Figure 1-5 describes the duties of the YN-2525 chaplain's professional assistant designation.

Before a Yeoman would normally be assigned to the office of the chaplain, the command chaplain would have to justify the need for a YN-2525 billet. This proved to be a time-consuming process and placed the CRP in direct competition with other command departments for the services of personnel. Unqualified personnel (those lacking the YN-2525 designation) were often assigned to the office of the chaplain as temporary solutions to manning problems.



## YN-2525 DESCRIPTION OF DUTIES

### YN-2525 Chaplain's Professional Assistant

Assists Chaplain by promoting the religious program and performing administrative duties. Prepares correspondence, requisitions, purchase orders, reports, and religious documents. Maintains material, fund, and interview records. Publishes schedules of services and programs. Schedules chaplain appointments and keeps log of events. Operates office and audiovisual equipment. Protects privileged communications. Maintains chapel equipment and supplies. Supervises rigging according to designed liturgical practice. Follows the liturgical calendar and uses ecclesiastical titles and terms.

**Figure 1-5.—Description of duties for chaplain's professional assistant (YN-2525).**

Many of the individuals who worked in the office of the chaplain, those with the YN-2525 designation and those without this designation, performed admirably under difficult circumstances. However, the pursuit of a permanent rating to assist chaplains in managing the Command Religious Program remained a primary goal of the Chief of Chaplains.

### **RELIGIOUS PROGRAM SPECIALISTS**

The 101-year quest for a permanent chaplain's assistant rating was successfully completed effective 15 January 1979 with the establishment of the Religious Program Specialist (RP) rating. Stringent selection requirements were set and personnel requesting lateral conversion from other rates to the RP rating had to be interviewed and recommended by a Navy chaplain. Also, commanding officers had to recommend prospective candidates based on a number of factors including the chaplain's endorsement. Personnel requesting lateral conversion to RP had to be high school graduates or have a GED equivalent; be eligible for access to classified information; demonstrate support for the Navy's equal opportunity program; have no speech impediments and have demonstrated the ability to write effectively; have no conviction in civilian or military court within the past 3 years; and be willing to support persons of all faith groups or religious categories. These requirements have not changed since the establishment of the RP rating. Based on the

stringent selection requirements, it is obvious that a person must be trustworthy, dedicated, and conscientious in order to perform effectively as a Religious Program Specialist.

On 9 May 1979 the Chief of Naval Operations approved the RP rating insignia which is shown in figure 1-6. It consists of a compass, globe, and an anchor. The compass suggests the direction which religion gives to life; the globe symbolizes the fact that religious ministries are available



**Figure 1-6.—Religious Program Specialist rating insignia.**

throughout the world; and the anchor indicates that religious support is provided continually for personnel of the sea services.

### RP Skills and Knowledge

The enlisted career pattern for RPs is shown in figure 1-7. Personnel who meet certain specific requirements may apply for commissioning to Warrant Officer Ship's Clerk (741X) and/or to Limited Duty Officer Administration 641X). The competition for these officer programs is intense. Therefore, it is extremely important for individuals to prepare early in their careers in order to have a realistic opportunity of being selected for Warrant Officer or Limited Duty Officer. Chaplains and senior RP personnel are responsible for advising junior RPs as to the specific requirements of these two officer programs. The command career counselor will provide assistance upon request. Figure 1-8 shows the occupational

standards for RP3; figure 1-9 shows the occupational standards for RP2; figure 1-10 shows the occupational standards for RP1; and figure 1-11 shows the occupational standards for RPC, RPCS, and RPCM. As indicated by these occupational standards, individuals must possess greater knowledge and skill as they move up the "enlisted ladder." Increased knowledge may be acquired through completion of RP "A" and "C" schools; by attending other Navy schools such as leadership, career counselor, and instructor training; through completion of Navy correspondence courses and off-duty college courses; by attending workshops such as military rights and responsibilities, cultural expression in the Navy, and women in the Navy; and most important, through supervised on-the-job training by Navy chaplains and senior RPs.

It is important to note that RPs are responsible for meeting the specific requirements of their current rate. They are also required to meet the occupational standard requirements of all the rates leading to their present rate. For example, an RP1 must be able to meet the requirements for RP3, RP2, and RP1 in order to perform at a satisfactory level as a first class petty officer.

### RP Duty Stations

Religious Program Specialists serve in a number of challenging environments. They are stationed at shore commands throughout the world in such places as Japan, the Philippines, Guam, Hawaii, Alaska, Great Britain, Spain, and Italy. Stations in the continental United States include, but are not limited to: Norfolk, VA; Charleston, SC; Jacksonville, Orlando, and Key West, FL; Great Lakes, IL; Memphis, TN; Biloxi and Gulfport, MS; Corpus Christi, TX; San Diego and San Francisco, CA; and Bremerton, WA. At this time, male RPs may be assigned to aircraft carriers, cruisers, submarine tenders, supply ships, ammunition ships, repair ships, and many other types. Also, male RPs may deploy with Mobile Construction Battalions (SEABEES) throughout the world. Religious Program Specialists may also serve at Marine Corps bases both in the continental United States and at overseas locations. NOTE: Each male RP (females not assigned) assigned to a Fleet Marine Force (FMF) unit is required to attend a 5-week infantry training school. Subjects taught at this school include rifle and pistol familiarization

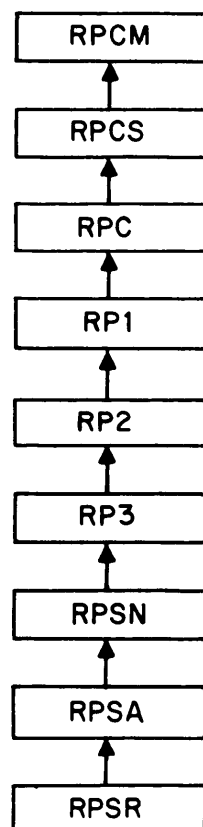


Figure 1-7.—Career pattern for Religious Program Specialist.

RELIGIOUS PROGRAM SPECIALIST THIRD CLASS (RP3)

38 ADMINISTRATION

- 38605 FILE RECORDS AND CORRESPONDENCE
- 38824 PERFORM RECEPTIONIST DUTIES
- 38825 OPERATE OFFICE EQUIPMENT
- 38826 TYPE AT 30 WORDS PER MINUTE
- 38832 TYPE AND ROUTE CORRESPONDENCE AND MESSAGES
- 38835 INITIATE JOB ORDERS AND WORK REQUESTS
- 38837 PREPARE AND PROCESS ADMINISTRATIVE, OPERATIONAL AND ECCLESIASTICAL RECORDS AND REPORTS
- 38838 PREPARE SCHEDULE OF RELIGIOUS FACILITIES USAGE
- 38839 TRANSCRIBE CHAPLAIN INTERVIEW RECORDS
- 38845 PREPARE WORSHIP BULLETINS
- 38847 TYPE DIRECTIVES

46 PUBLICATIONS

- 46002 MAINTAIN ECCLESIASTICAL REFERENCE LIBRARY
- 46358 USE AND MAINTAIN PUBLICATIONS AND DIRECTIVES

52 FINANCIAL CONTROL

- 52007 MAINTAIN FINANCIAL AND PROPERTY CONTROL RECORDS

54 LOGISTICS SUPPORT

- 54636 REQUISITION SUPPLIES AND EQUIPMENT
- 54637 INVENTORY SUPPLIES AND EQUIPMENT
- 54638 MAINTAIN MOUNT-OUT BOXES

65 PERSONNEL SUPPORT

- 65002 RIG RELIGIOUS FACILITIES, EQUIPMENT AND LITURGICAL APPOINTMENTS
- 65003 SERVE AS SACRISTAN
- 65004 MAINTAIN RELIGIOUS MUSIC LIBRARY
- 65006 OPERATE AUDIOVISUAL EQUIPMENT
- 65008 MAINTAIN SHIPBOARD LIBRARIES

77 SECURITY

- 77001 ENSURE SECURITY OF CLASSIFIED MATERIAL

94 MECHANICAL MAINTENANCE

- 94621 CLEAN, OIL, AND MAKE MINOR OPERATING ADJUSTMENTS TO OFFICE AND AUDIOVISUAL EQUIPMENT

Figure 1-8.—Occupational Standards for Religious Program Specialist Third Class.

RELIGIOUS PROGRAM SPECIALIST SECOND CLASS (RP2)

38 ADMINISTRATION

- 38619 ORGANIZE AND MONITOR  
MAINTENANCE OF FILES
- 38620 CARRY OUT DISPOSAL,  
STOWAGE, AND TRANS-  
MISSION OF OBSOLETE FILES  
AND RECORDS
- 38628 MAINTAIN A REPORTS CON-  
TROL SYSTEM
- 38956 MAINTAIN TICKLER AND  
CROSS-REFERENCE FILES
- 38968 REVIEW ENLISTED SERVICE  
RECORDS FOR INFORMATION  
SPECIFIED BY CHAPLAIN
- 38969 COORDINATE MAINTENANCE  
OF RELIGIOUS FACILITIES
- 38970 PREPARE AND MAINTAIN A  
DIRECTORY OF RELIGIOUS  
PROGRAM RESOURCES

44 TRAINING

- 44001 INSTRUCT VOLUNTEER PER-  
SONNEL IN RELIGIOUS  
EDUCATION METHODS AND  
USE OF RELIGIOUS EDUCA-  
TION MATERIAL

52 FINANCIAL CONTROL

- 52008 PREPARE DOCUMENTS FOR  
PROCUREMENT AND REIM-  
BURSEMENT OF AUXILIARY  
AND CONTRACT CHAPLAINS
- 52024 MAINTAIN OPERATING TAR-  
GET (OPTAR) RECORDS AND  
DEPARTMENTAL BUDGET  
RECORDS

55 GRAPHICS

- 55001 PREPARE VISUAL PRESEN-  
TATIONS

65 PERSONNEL SUPPORT

- 65011 ADVISE PERSONNEL OF PRO-  
CEDURES FOR REQUESTING  
REASSIGNMENT FOR HUMANI-  
TARIAN OR HARDSHIP  
REASONS
- 65016 ORGANIZE AND DISTRIBUTE  
DEVOTIONAL, RELIGIOUS ED-  
UCATION AND PUBLICITY  
MATERIAL
- 65017 ADVISE PERSONNEL OF POLI-  
CIES AND PROCEDURES  
REGARDING USE OF RELI-  
GIOUS FACILITIES AND  
EQUIPMENT
- 65018 REHEARSE PERSONNEL FOR  
LITURGICAL AND CEREMO-  
NIAL ACTS
- 65500 ADVISE PERSONNEL OF NAVY  
AND CIVILIAN AGENCIES  
AVAILABLE TO ASSIST IN  
RESOLUTION OF PERSONAL  
PROBLEMS

77 SECURITY

- 77002 ENSURE SECURITY OF RELI-  
GIOUS FACILITIES, EQUIP-  
MENT AND SUPPLIES

Figure 1-9.—Occupational Standards for Religious Program Specialist Second Class.

## RELIGIOUS PROGRAM SPECIALIST FIRST CLASS (RP1)

### 38 ADMINISTRATION

38634 REVIEW COMPLETED JOB  
ORDERS AND WORK REQUESTS

38866 ORGANIZE AND SUPERVISE  
THE OPERATION OF THE  
OFFICE OF THE CHAPLAIN

38867 COMPILE AND ANALYZE STA-  
TISTICAL DATA RELATED TO  
RELIGIOUS ACTIVITIES

38868 PROCESS EMPLOYMENT  
APPLICATIONS OF AUXILIARY  
AND CONTRACT CHAPLAINS  
AND SUPPORT PERSONNEL

38869 PROCESS APPOINTMENT AND  
CERTIFICATION OF LAY  
LEADERS AND LAY  
EUCHARISTIC MINISTERS

38870 MAINTAIN AN ORGANIZA-  
TIONAL LOCATOR OF LAY  
LEADERS AND LAY EUCHARIS-  
TIC MINISTERS

38960 PREPARE CORRESPONDENCE  
AND MESSAGES

38971 DRAFT DIRECTIVES

### 44 TRAINING

44002 SCHEDULE AND INSTRUCT  
VOLUNTEER PERSONNEL IN  
LITURGICAL FUNCTIONS

44007 INSTRUCT PERSONNEL IN  
BASIC CUSTOMS AND TRADI-  
TIONS OF MAJOR RELIGIONS

### 52 FINANCIAL CONTROL

52025 PREPARE DEPARTMENTAL  
BUDGET

### 54 LOGISTICS SUPPORT

54602 DETERMINE REQUIREMENTS  
FOR EQUIPMENT, SUPPLIES  
AND EDUCATIONAL  
MATERIAL

### 55 GRAPHICS

55002 ASSIST IN PREPARATION OF  
DEVOTIONAL AND RELIGIOUS  
EDUCATION MATERIAL FOR  
“CIRCUIT-RIDING” MINIS-  
TRIES

55003 DESIGN AND LAYOUT  
PUBLICITY MATERIAL

### 65 PERSONNEL SUPPORT

65019 ADVISE PERSONNEL OF ORDI-  
NANCES, SACRAMENTS, AND  
RITES REQUIRED BY VARIOUS  
RELIGIONS

**Figure 1-10.—Occupational Standards for Religious Program Specialist First Class.**

firing, close order drill, first aid, tactical measures, uniform equipment, physical fitness training, and many others. Once the RP has reported to his FMF command, he is required to qualify with his assigned weapon and take part in unit training such as conditioning hikes; nuclear, biological, and chemical warfare training; field exercises;

and other essential Marine Corps training subjects.

### **THE CRP AT SHORE COMMANDS**

The Navy Department makes a continual effort to provide its personnel with the same

<u>CHIEF RELIGIOUS PROGRAM SPECIALIST (RPC)</u>	
<u>38 ADMINISTRATION</u>	<u>44 TRAINING</u>
38788 REVIEW REPORTS, RECORDS, AND CORRESPONDENCE THAT REQUIRE OFFICIAL SIGNATURE	44376 ORGANIZE AND SCHEDULE TRAINING PROGRAMS AND EVALUATE EFFECTIVENESS
38871 ORGANIZE AND SUPERVISE THE ADMINISTRATIVE OFFICE OF MAJOR RELIGIOUS SUPPORT ACTIVITIES	<u>65 PERSONNEL SUPPORT</u>
38872 PREPARE AND PRESENT BRIEFINGS IN SUPPORT OF THE COMMAND RELIGIOUS PROGRAM	65020 PROVIDE INFORMATION CONCERNING THE CHAPLAIN CORPS PROFESSIONAL DEVELOPMENT SYSTEM
38873 MANAGE THE OPERATION OF RELIGIOUS FACILITIES	65021 COORDINATE THE PUBLIC WORSHIP, DEVOTIONAL AND RELIGIOUS EDUCATION MATERIALS PROGRAM
<u>44 TWINING</u>	
44009 INSTRUCT SUBORDINATE PERSONNEL IN RELIGIOUS EDUCATION METHODS	
44010 INSTRUCT LAY LEADERS AND LAY EUCHARISTIC MINISTERS	
<u>52 FINANCIAL CONTROL</u>	
52026 SERVE AS CUSTODIAN OF CHAPEL FUNDS	
52032 AUDIT CHAPEL FUNDS	
<u>54 LOGISTICS SUPPORT</u>	
54605 ANALYZE REQUIREMENTS FOR RELIGIOUS FACILITIES	
<hr/>	
<u>SENIOR CHIEF RELIGIOUS PROGRAM SPECIALIST (RPCS)</u>	<u>MASTER CHIEF RELIGIOUS PROGRAM SPECIALIST (RPCM)</u>
<u>35 ADMINISTRATION</u>	<u>35 ADMINISTRATION</u>
35101 ESTABLISH AND IMPLEMENT A PROGRAM FOR INTERVIEWING, EVALUATING, AND ASSIGNING PERSONNEL	35483 PLAN, ORGANIZE, IMPLEMENT, AND CONTROL ACTIVITIES IN COMPLIANCE WITH POLICY STATEMENTS, OPERATION ORDERS, AND DIRECTIVES
35476 PROVIDE INFORMATION AND ADVISE ON UTILIZATION, CAPABILITIES, RELIABILITY, AND OPERATIONS IN OWN AREA OF RESPONSIBILITY	35491 FORECAST FUTURE REQUIREMENTS
35540 PREPARE DIRECTIVES	35492 REVIEW PERSONNEL, EQUIPMENT, AND MATERIAL REQUIREMENTS
	35493 ESTABLISH GOALS, OBJECTIVES AND PRIORITIES
	35494 DETERMINE MOBILIZATION REQUIREMENTS
	35495 EVALUATE RELIGIOUS PROGRAMS OF SUBORDINATE COMMANDS AND RECOMMEND IMPROVEMENTS
	<u>51 MAINTENANCE PLANNING AND QUALITY ASSURANCE</u>
	51012 REVIEW PLANS FOR RELIGIOUS FACILITIES CONSTRUCTION
	<u>52 FINANCIAL CONTROL</u>
	52298 DEVELOP OPERATING BUDGETS AND MONITOR EXPENDITURES

Figure 1-11.—Occupational Standards for Chief, Senior Chief, and Master Chief Religious Program Specialist.

opportunities for practicing their religious beliefs as civilians enjoy in their communities. Many factors affect the extent to which this can be accomplished. Budget allocations, along with the size, location, and nature of the naval activity are some of these important factors. The following sections will provide a general overview of the Command Religious Program at shore commands.

## **CHAPEL FACILITIES**

Practically all shore installations have at least one fully equipped chapel facility for use by the various religious groups or categories represented by command personnel. Services may be conducted in the station theater, auditorium, or some other convenient location when chapel facilities are not available. Military chapels will be discussed in another section of this chapter.

## **DIVINE SERVICES**

Larger shore installations provide a full schedule of services on Sundays, Sabbaths, holy days, and weekdays. This enables command personnel to attend the services of their choice. These larger installations normally have a minimum of two chaplains assigned. Chaplains conduct public worship according to the manner and form of their own particular faith group and may wear the vestments of that liturgical tradition as appropriate. Personnel are encouraged to attend services in communities near the installation when their particular faith group is not represented aboard the command; or the commanding officer may invite a civilian member of the clergy to conduct services on the station to meet the needs of these individuals.

## **RELIGIOUS RITES AND PASTORAL CARE**

Chaplains provide various religious ministries to command personnel and their dependents in addition to conducting regular worship services. Some examples of several special ministries which are provided by chaplains are:

- Baptisms
- Weddings
- Communion services

- Ministry to the sick
- Ministry to the dying
- Funeral services

The Religious Program Specialist provides valuable support to command chaplains through the scheduling of special services and by ensuring that the facility is properly rigged for each service.

## **RELIGIOUS EDUCATION**

Religious education programs for military personnel and their dependents have traditionally been provided at commands whenever a substantial dependent population existed. Unity and continuity in such religious education is made difficult by frequent transfers of military families. The various and unique denominational requirements also influence the religious education programs that are provided for dependent children of military personnel. For these reasons, the Navy, Army, and Air Force Departments make available religious education curricula and materials which are designed especially for military religious education programs. The curriculum for dependent children at Navy and Marine Corps shore activities is usually selected from the following three resource guides:

- *Cooperative Protestant Religious Education Curriculum*
- *Catholic Curriculum and Resource Guide*
- *Unified Jewish Religious Education Curriculum*

The materials described in these resource guides are selected by members of the Armed Forces Chaplains Board from various publishing houses. The RP may be tasked by the command chaplain to obtain material from these three sources in order to provide a standardized religious education program for command personnel and their dependents. In addition, RPs may be tasked to recruit volunteers to teach the standardized curriculum to dependent children. This responsibility will require the RP to instruct volunteers in religious education methods and the use of religious education material.

## **RELIGIOUS LITERATURE**

The command usually has a supply of religious literature in book and pamphlet form available for use by its personnel. Pamphlet racks containing such literature are likely to be found at the entrance to the chapel, in the office of the chaplain, and at other convenient locations. Many stations also have libraries with sections devoted to religious books and novels.

## **COMMAND CHAPLAIN**

The ranking (senior) chaplain is normally designated as the command chaplain when more than one chaplain is assigned to a command. Besides advising the command on matters pertaining to religion and morale, the command chaplain supervises the ministries of all other chaplains assigned to the unit. Also, the command chaplain performs duties similar to a department head or division officer in relation to managing RPs and other enlisted personnel who are assigned to the office of the chaplain.

## **ADVISORY ROLE OF CHAPLAINS**

The chaplain acts as an advisor to the commanding officer on matters pertaining to religion and morale and in this capacity is a key officer in promoting the religious and general well-being of command personnel. Collateral duties are properly confined to the field of religion and morale so as not to interfere with the primary duties of the chaplain. An example of an appropriate collateral duty is the responsibility to furnish the commanding officer with information to assist in paying proper respect to the religious institutions and customs of various foreign countries. Command chaplains need to be informed concerning local religious beliefs and value systems in order to perform this highly important collateral duty. The RP may be tasked by the chaplain to gather information about the religious beliefs of a particular country in order to lend support in showing the proper respect for the country's beliefs and traditions.

## **PASTORAL COUNSELING**

The chaplain is concerned with the well-being of all command personnel and their families and is available to counsel and advise individuals on

religious, personal, and morale matters as well as other areas of concern. In the performance of their duties, chaplains assist personnel and their families in times of bereavement, domestic crisis, and when religious guidance is requested. To enhance the Command Religious Program, chaplains normally maintain liaison with community, social, religious, health and welfare agencies. These sources are made available to military families upon request. Some of the resource agencies are:

- American Heart Association
- American National Red Cross
- Catholic Social Services
- Community Chest
- Community Services
- County Departments of Health
- County Mental Health Associations
- Navy Relief Society
- United Way

It is imperative that the RP maintain a current listing of resource agencies in order to ensure that referral information is continually available for assigned chaplains.

## **MILITARY CHAPELS ASHORE**

Of all the buildings located on a military base, the chapel is unique in that its architectural form generally reveals its function. It is important to note that chapel facilities are Government property and are not controlled or regulated by the religious bodies of America. These facilities are built to support the Command Religious Program. The commanding officer has authority to utilize buildings designated as chapels for a multitude of religious, command, and civil activities. Normally, the command chaplain serves as an advisor to the commanding officer on the use of chapel facilities. The RP assists the command chaplain by ensuring that Department of Defense policy and local command directives are



followed concerning the proper utilization of chapel spaces.

### THE CRP ABOARD SHIP

It is expected that personnel who are serving aboard naval vessels will have religious programs made available on a regular basis which includes provision for the sacraments and ordinances of their particular faith groups. A variety of arrangements have been made to ensure that naval personnel are afforded the right to the ministrations of their religion. It is customary to have Navy chaplains assigned to specific ships to provide this ministry. The chaplain may also be transferred to other ships to conduct worship services when operations permit. Religious Program Specialists are assigned to ships with chaplains to provide support in the areas of religious programming and administration.

When a ship with only one chaplain is in port, the chaplain may provide services for personnel of other faith groups by arranging to have other chaplains or civilian clergy invited aboard to conduct services, or by sponsoring church parties to locations off the ship. At sea the chaplain may provide for those of other faith groups primarily by supervising lay leadership programs.

Special kits containing prayer books, recorded sacred music, and other equipment have been developed to support the Command Religious Program at sea. The RP needs to be familiar with the ordering procedures for obtaining any materials that may be necessary to support

the CRP aboard ship. Supply procedures are explained in *Module II (Logistic Support and Financial Control)*.

### THE CRP WITHIN THE FLEET MARINE FORCE (FMF)

The Command Religious Program of each FMF unit is coordinated by the chaplain to meet the needs of assigned personnel. Chaplains and male RPs may be assigned to divisions (figure 1-12), regiments (figure 1-13), and battalions (figure 1-14). At least one chaplain and RP are normally assigned to accompany a battalion when it deploys.

Figures 1-15, 1-16, and 1-17 show the organization of an aircraft wing and two types of aircraft groups. It should be noted that male RPs may also be assigned with these organizations. Religious Program Specialists should familiarize themselves with the organizational structure of their assigned FMF unit as soon as possible after reporting for duty.

### CRP JARGON

Jargon is generally defined as language that is peculiar to a particular trade or profession. Chaplains and RPs should be cautious when using jargon associated with the CRP. Much of the language used in the office of the chaplain may not be understood by individuals not closely associated with the CRP. For example, the term

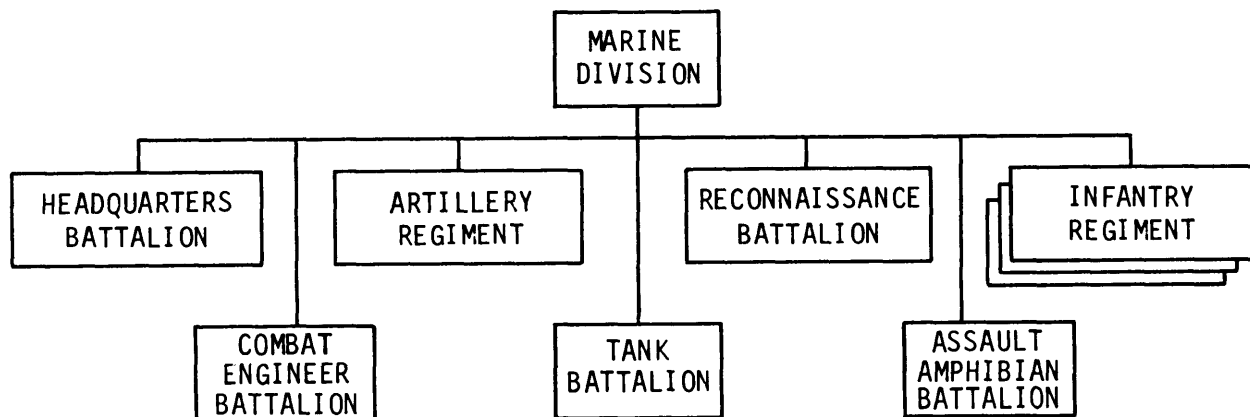


Figure 1-12.—Fleet Marine Force (Division Organization).

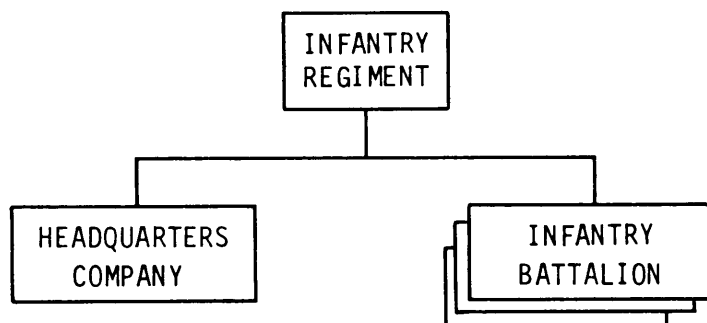


Figure 1-13.—Fleet Marine Force (Infantry Regiment Organization).

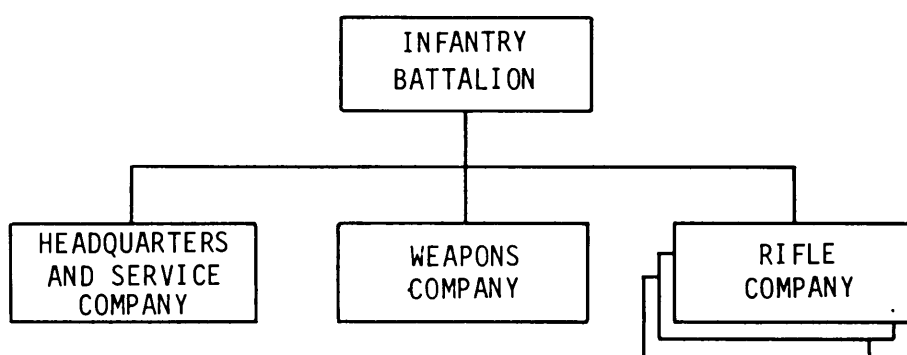


Figure 1-14.—Fleet Marine Force (Infantry Battalion Organization).

“Command Religious Program (CRP)” should be used whenever appropriate to emphasize the “Command” nature of the religious program. Also, the term “Chaplain’s Office” should be avoided when referring to an entire chapel complex; the correct term is “Office of the Chaplain.”

“Command Chaplain” should be used instead of “Senior Chaplain” when referring to the chaplain who has been designated by the commanding officer to direct the operation of the office of the chaplain. “Command Chaplain” is a functional title while “Senior Chaplain” refers to a chaplain’s rank in relation to other chaplains.

Chaplains of all ranks are addressed by the term “Chaplain” in most instances. Terms of address which are common within particular faith groups such as “Father,” “Pastor,” or “Rabbi” may be used when appropriate. However, the RP should refer to assigned chaplains by the term “chaplain” regardless of rank since it is common

to all faith groups and expresses the identity of the clergy within the military community.

### **COMMAND ORGANIZATION AND THE OFFICE OF THE CHAPLAIN**

The *Standard Organization and Regulations of the U.S. Navy Manual* (OPNAVINST 3120.32) provides guidance on basic organization for afloat units and shore commands. In order to function effectively as an assistant to command chaplains, it is important for the RP to understand how the Command Religious Program functions within a command’s basic organization. Figure 1-18 shows a typical departmental organization for an aircraft carrier. It should be noted that departments are comprised of various divisions which are organized into watches, sections, or both. It is imperative that RPs familiarize themselves with

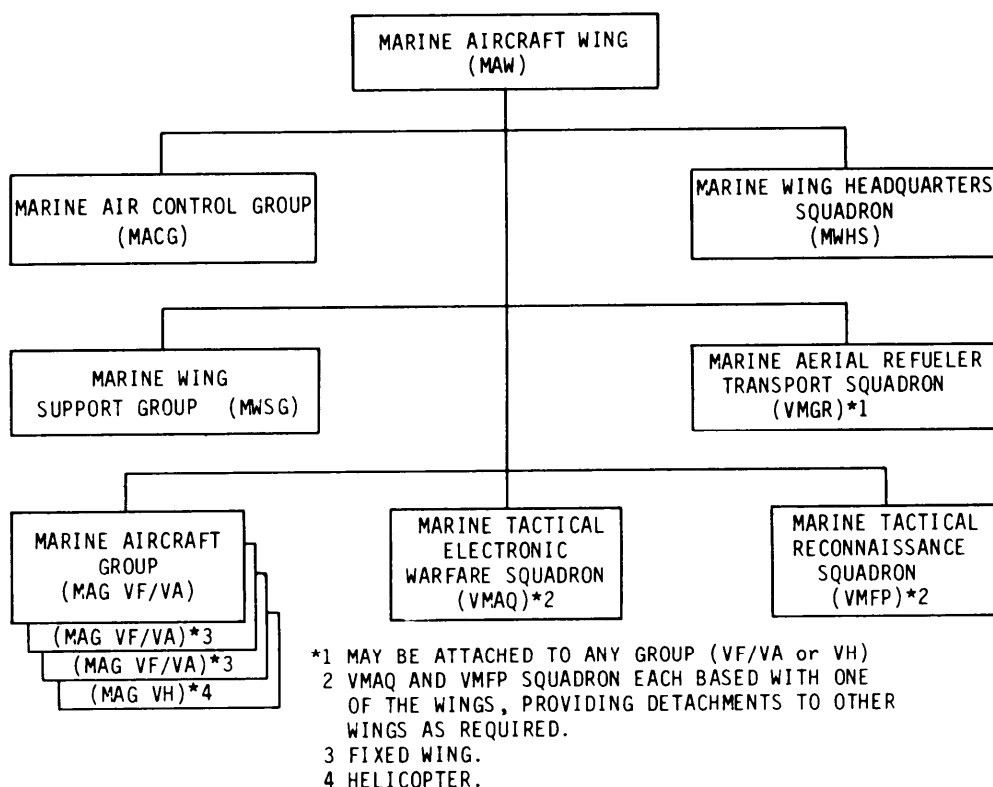


Figure 1-15.—Fleet Marine Force (Aircraft Wing Organization).

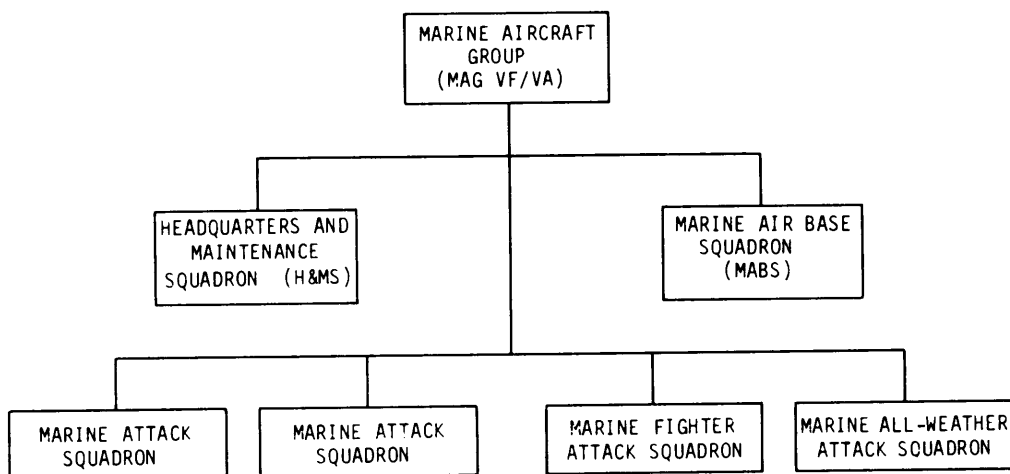


Figure 1-16.—Fleet Marine Force (Aircraft Group Fixed Wing Organization).

the organizational structure of their ship or command as soon as possible after reporting aboard.

The command chaplain is normally designated as an executive assistant and in this capacity

reports directly to the executive officer. Figure 1-19 shows a partial listing of executive assistants. Note that the command master chief reports directly to the commanding officer instead of the executive officer. The duties,

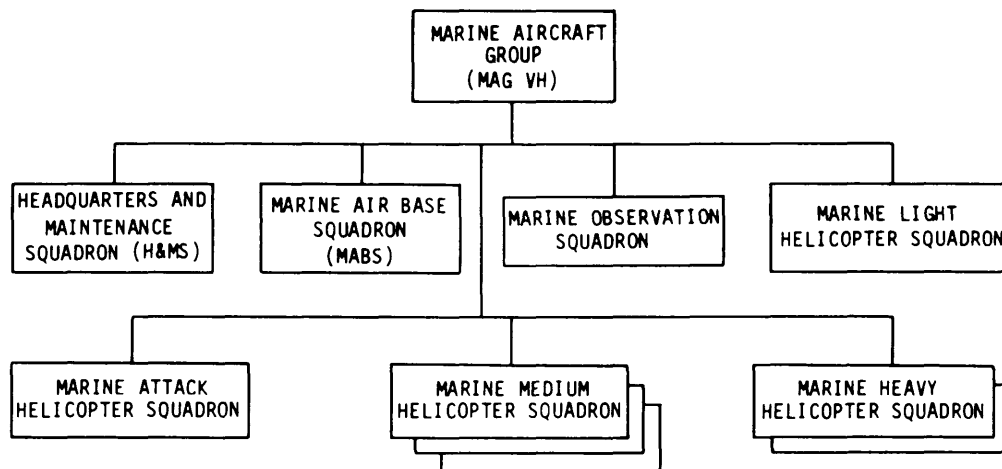
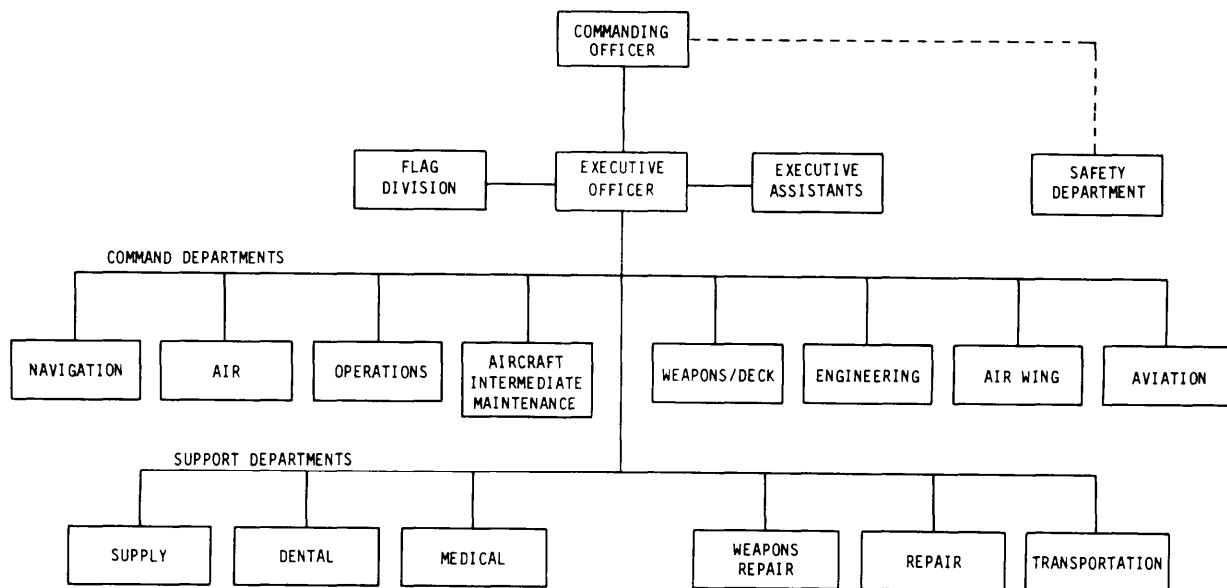


Figure 1-17.—Fleet Marine Force (Aircraft Group Helicopter Organization).



NOTE: COMMANDING OFFICERS MAY ADD ADDITIONAL DEPARTMENTS AS REQUIRED WITH THE APPROVAL OF THE CHIEF OF NAVAL OPERATIONS.

Figure 1-18.—Aircraft Carrier Departmental Organization.

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responsibilities, and authority of the command chaplain as outlined in OPNAVINST 3120.32 are shown in figure 1-20.

Commanding officers have the authority to add additional executive assistants to meet individual command needs and special requirements.

## USMC COMMAND ORGANIZATION

In order to assist chaplains assigned to Marine Corps units and bases, the RP should also be familiar with the organizational structure

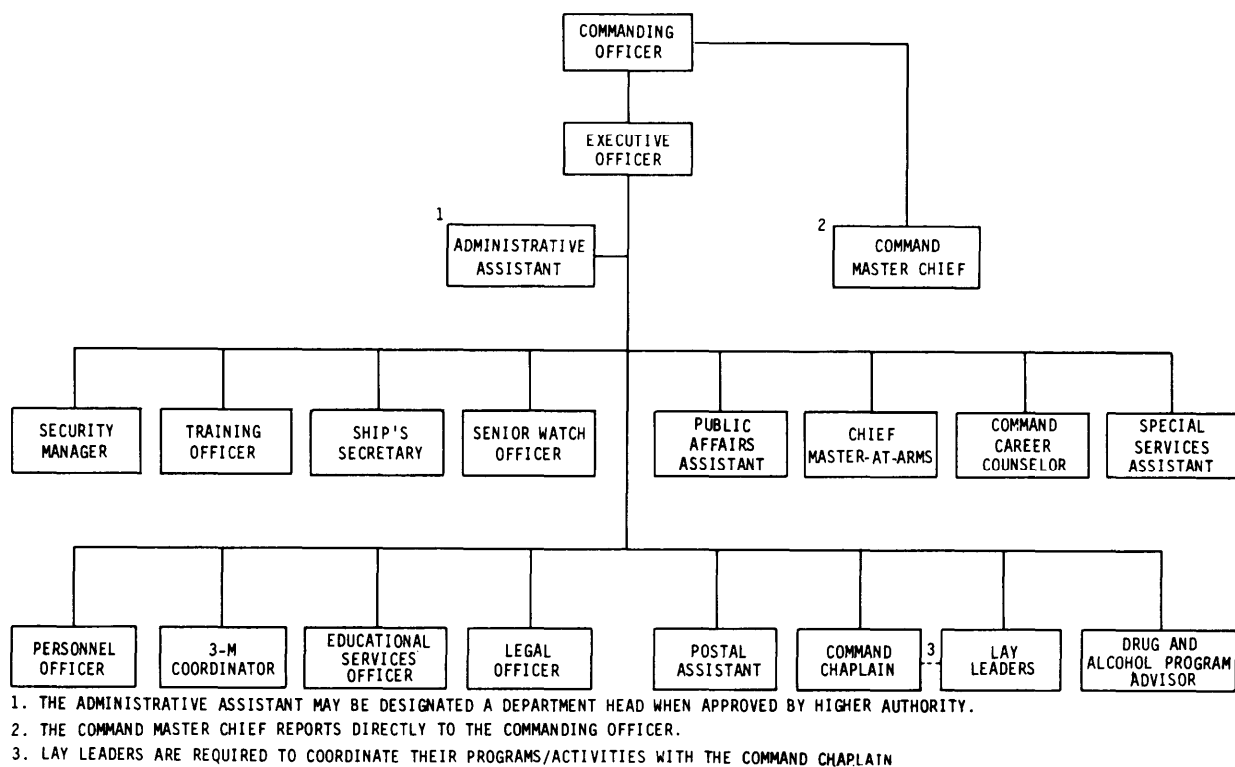


Figure 1-19.—Partial Listing of Executive Assistants.

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### COMMAND CHAPLAIN (DUTIES, RESPONSIBILITIES AND AUTHORITY)

Conduct public worship according to the manner and forms of the chaplain's own church at the times prescribed in the unit's routine.

Insofar as practicable, make available to all personnel opportunities for worship and religious self-expression according to the manner and forms of their respective faiths.

Facilitate and encourage religious instruction through voluntary classes and discussion groups.

Extend counsel to personnel and their dependents in times of bereavement, trouble, or distress.

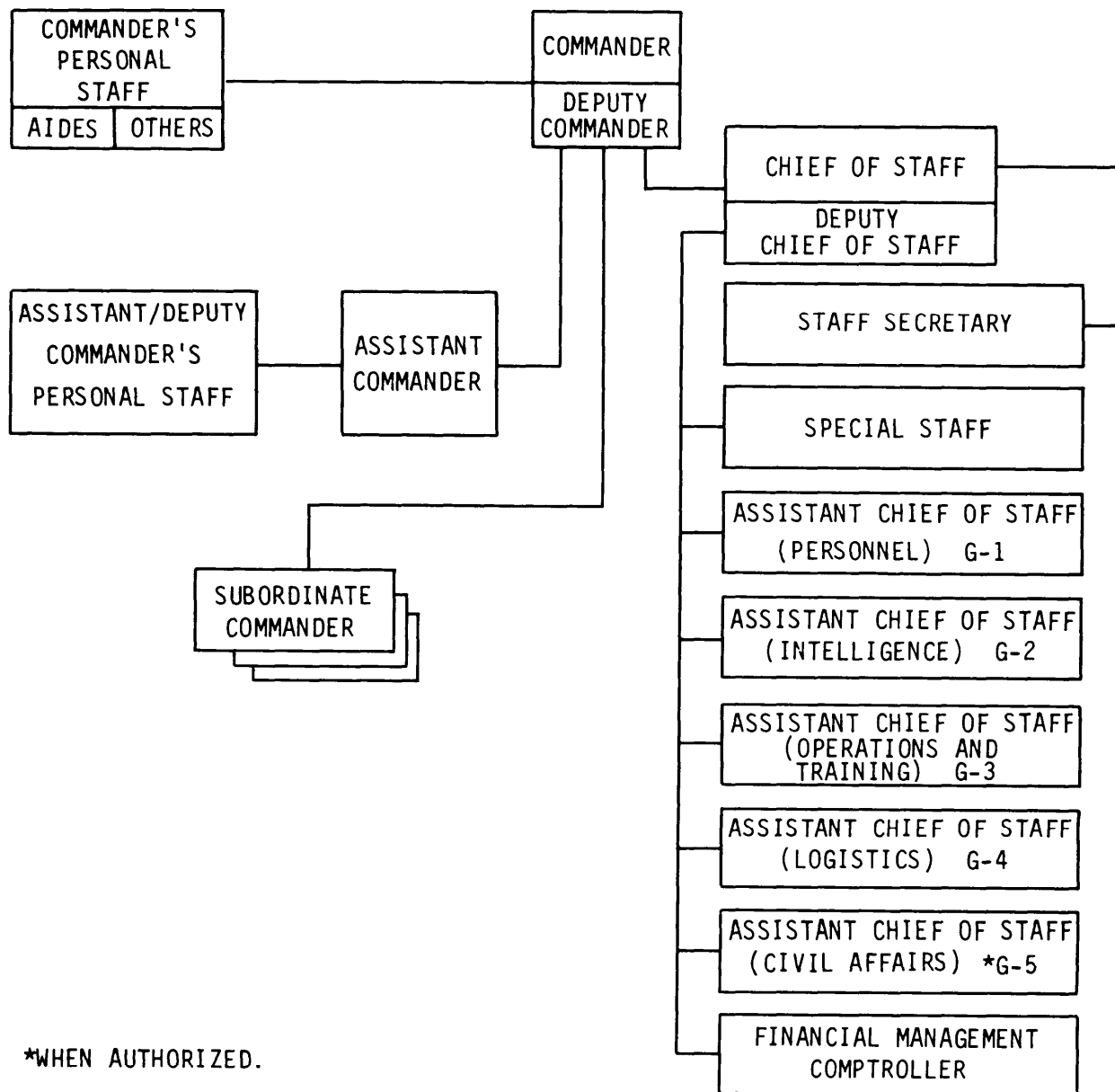
Investigate requests for emergency leave, and make appropriate recommendations via the division officer and department head for appropriate action by the executive officer.

Advise the executive officer and commanding officer, when requested, in matters of administrative policy bearing on the welfare, morale, and spiritual well-being of the unit's personnel.

Conduct liaison between personnel and welfare organizations such as Navy Relief and the American Red Cross.

Supervise chaplains and other personnel (RPs for example) who are assigned to the office of the chaplain.

Figure 1-20.—Duties, Responsibilities, and Authority of Command Chaplain.



\*WHEN AUTHORIZED.

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Figure 1-21.—Marine Corps Staff Organization.

(command and staff action) of the Marine Corps. Figure 1-21 shows the basic organizational chart for Marine Corps staff organizations. It should be noted that the chaplain is included under the title "Special Staff." The chaplain performs general duties as a special staff officer with respect to the moral, spiritual, and religious welfare of the command. Figure 1-22 shows the staff responsibilities of the chaplain.

## SUMMARY

The first part of this chapter contains information pertaining to the historical aspects of the Chaplains Corps and the Religious Program Specialist rating. Also, the duties of the RP were described in terms of occupational standards. Command organization and the office of the

chaplain were covered in the latter sections of this chapter.

Subsequent chapters of this module will address: managing the office of the chaplain; maintaining **CRP** files and records; using publications

and preparing directives; and preparing correspondence. As previously stated, *Module I (Personnel Support)* and *Module II (Logistic Support and Financial Control)* cover the remaining occupational standards for RP3 and RP2 which are not addressed in this module.

RESPONSIBILITIES OF CHAPLAIN AS SPECIAL STAFF OFFICER
Assist in determining and improving the state of morale.
Develop and conduct religious programs.
Minister to the sick and wounded.
Correspond with relatives of personnel as appropriate.
Discharge the staff responsibility for all professional, technical, and administrative matters pertaining to religious activities within the command.
Provide professional supervision, coordination, and assistance for other assigned chaplains.
Exercise liaison with community social, welfare, and religious organizations.

Figure 1-22.—Special Staff Officer (Chaplain Responsibility).

